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21 AUG 1980

MEMORANDUM FOR: Executive Officer to the DDA

ATTENTION: Chief, Regulations Control Division, OIS/DDA

FROM: James H. McDonald  
Director of Logistics

SUBJECT: Proposed [ ] Courier Operations

REFERENCE: Memo for C/P&PS/OL from ADD/P&M/OS, dtd  
9 July 80, same subject (OS 0 1728;  
OL 0 3144)

STAT

1. The attached proposed handbook, [ ]  
Courier Operations, (Attachment A), prepared in ETECS format,  
is submitted for processing, coordination, and publication.  
STAT Formerly identified as [ ] this revised handbook serves  
to incorporate the provisions contained in [ ], dated  
20 September 1979, (Attachment B), detailing the preparation  
of mail for transmittal through the Agency courier service.  
While this handbook represents a joint effort on the part of  
the Office of Security and the Office of Logistics, it has been  
mutually agreed upon that the revised version would be more  
STAT appropriate within the [ ] or logistics series of the Agency  
regulatory issuances since [ ] authorizes the  
Director of Logistics to "Provide logistical services to Agency  
components in the Metropolitan Washington Area in the fields of  
transportation, building services and supply, and mail and  
courier services." (Underlining added for emphasis.) The  
referent, (Attachment C), represents the official coordination  
of the Office of Security.

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2. For further information regarding this proposed handbook,  
please contact the Plans and Programs Staff, Office of Logistics,  
STAT on extension [ ]

/s/ James H. McDonald

James H. McDonald

## Attachments:

- STAT A. Proposed Handbook [ ]
- STAT B. [ ]
- C. Memo from ADD/P&M/OS

cc: EO/DDA (w/atts)  
OS/PPG (w/atts)

Distribution:

- Orig. - C/RCD/OIS/DDA (w/atts)
- 1 - OL/P&PS Official (w/atts)
- 1 - OL/P&PS Chrono (w/o atts)
- 1 - D/L Chrono (w/o atts)
- ① - OL Files (w/o atts)

STAT OL/P&PS/  (14 Aug 80)

ADMINISTRATIVE - INTERNAL USE ONLY

15 AUG 1980

MEMORANDUM FOR: Executive Officer to the DDA  
ATTENTION: Chief, Regulations Control Division, OIS/DDA  
FROM: James H. McDonald  
Director of Logistics  
SUBJECT: Proposed Revision [ ] Handbook of Required Regulatory Readings, Draft A (Job 9258) STAT  
REFERENCE: Multi Addressee memo from C/RCD/OIS/DDA,  
dtd 12 Aug 1980, same subj (OL 0 3702)

STAT [ ] The Office of Logistics concurs in the publication of  
[ ] Handbook of Required Regulatory Readings.

[ ]  
James H. McDonald

STAT

Attachment:  
Reference

cc: EO/DDA

Distribution:

Orig - C/RCD/OIS/DDA  
1 - OL Files  
1 - OL/P&PS (Official) w/att and background info OL 0 3702a  
1 - OL/P&PS (Chrono)  
1 - D/L Chrono

STAT OL/P&PS/[ ] (14 Aug 80)

UNCLASSIFIED WHEN SEPARATED  
FROM CLASSIFIED ATTACHMENT

CONFIDENTIAL

OL Files

11 AUG 1980

PROCUREMENT DIVISION MEMORANDUM NO. 80-2, Amendment 5

FROM:

[Redacted]

Chief, Procurement Division, OL

SUBJECT: Redlegation of Procurement Authority, PD/OL

REFERENCE: Memo for C/PD/OL fm D/L, dtd 13 Jun 72, Subject: Delegation of Authority

Effective 4 August 1980, [Redacted] is

delegated procurement contracting authority up to \$100,000, vice [Redacted] reassigned. This delegation is in accordance with conditions and/or restrictions outlined in referent. [Redacted]

[Redacted]

CONCUR:

[Redacted]

Assistant General Counsel, OL

cc: O/Fin

12 AUG 1980

Date

Distribution:

Orig - OL/PD Official

✓ 1 - OL Files

1 - OL/PMS

1 - OL/P&PS

1 - OL/PD Memo File

1 - Each PD Branch

1 - [Redacted]

1 - OL/PD Chrono

[Redacted]

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